

NOTICE OF JOB VACANCY

DEPARTMENT: Surrogate's Court

POSITION: Probate Clerk, Full-Time

BRIEF DESCRIPTION OF POSITION: The Probate Clerk supports the Surrogate's Court by preparing wills, guardianship documents, fiduciary appointments, commissions, and related legal instruments. This position reviews filings for accuracy and completeness, determines eligibility for appointments, responds to public and attorney inquiries, manages correspondence and telephone communications, expedites requests for Surrogate's certificates, and provides professional service at various County locations as operational needs require.

EXPERIENCE/EDUCATION: The ideal candidate holds an associate degree and has prior office experience, preferably in a legal setting. Knowledge of New Jersey statutes, Court Rules, ethics requirements, and Surrogate's Office procedures is preferred. Candidates should be proficient in Windows and standard office software, with strong communication, organization, time-management, and interpersonal skills. The ability to work independently and interact professionally and compassionately with the public is essential. English-Spanish bilingual proficiency is preferred.

NOTE: Position primarily based in the Surrogate's Court Elizabeth office with occasional reporting to the Westfield office as operational needs require.

STARTING SALARY: \$49,900

ISSUE DATE: 9/22/2026

CLOSING DATE:

AUTHORIZED SIGNATURE:



NAME: Christopher E. Hudak, Esq.

TITLE: Surrogate

INTERESTED APPLICANTS MAY CONTACT:

UCSURROGATE@UCNJ.ORG

UNION COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

*****UNION COUNTY RESIDENCY REQUIRED*****

PROBATE CLERK

Organization: Union County, Surrogate's Court
Location: Union County Court House, Elizabeth, NJ
Description/Pay: Starting, \$49,900

Essential Functions:

- Represents the County of Union, as appropriate.
- Demonstrates flexibility regarding work location and travels to other County office locations as required by operational needs.
- Demonstrates compassion, understanding, and professional, courteous interactions with the public and legal community.
- Under direction, prepares the necessary instruments to admit wills to probate and grant letters of trusteeship and letters of testamentary guardianship; determines the eligibility of individuals applying for appointment.
- Prepares complaints for the appointment of guardians, takes affidavits in lieu of guardianship, prepares qualifications, examines all papers filed to determine whether they are in proper form, and completes appointments.
- Answers a variety of inquiries regarding procedures in Surrogate's Court and performs other related duties as required.
- Responds to correspondence, receives and makes telephone calls, and consults with attorneys regarding matters pending before or to be presented to the Court.
- Responds to requests for immediate service and personally expedites cases to obtain requested Surrogate's certificates.
- Prepares commissions for depositions involving out-of-state or County fiduciaries and/or witnesses.

Qualifications

- Associate degree and prior experience in an office environment, preferably as a paralegal or legal secretary.
- Knowledge of applicable New Jersey statutes and Rules of Court governing the functions of the Surrogate's Office, including applicable ethics requirements, rules of conduct, and the Judicial Code of Conduct.
- Proficiency with Windows and standard office software.
- Demonstrates the ability to interact independently with the public in a mature, sensitive, compassionate, and professional manner.
- Excellent interpersonal, written and verbal communication, time-management, and organizational skills.
- Bilingual proficiency in English and Spanish preferred.

Work Location and Travel

- Position primarily based in the Surrogate's Court Elizabeth office with occasional reporting to the Westfield office as operational needs require.